



Frisco ISD Vehicle and Bus Purchasing Procedures

New purchases of vehicles and buses for Frisco ISD requires input from multiple departments: end users, Risk Management, Transportation, and Purchasing. Purchasing will deny any request to buy any vehicle or bus that does not follow this procedure.

Decommissioning obsolete vehicles, trailers, and equipment

The below summarizes Transportation's involvement in decommissioning and replacing vehicles and busses.

1. The requesting department must contact the Transportation Department to find the most proper strategy for repair or replacement of an existing Frisco ISD vehicle or bus. Determining factors include the age of the asset, condition of the asset, availability of replacement parts, whether the asset was involved in a traffic accident, and the overall safety risk the current asset poses to the District.
2. The Transportation Department will authorize the replacement of any vehicle.
3. Should the decision be made to replace the asset, the end user must supply the vehicle to the Transportation Department to remove any toll tags, license plates, and district decals or badging.
4. Transportation will coordinate with other relevant departments to determine whether the asset should be auctioned, disposed of, or donated.

Risk Management decommissioning process

Below summarizes the Risk Management department's decommissioning process.

1. Receive official District notice that a vehicle or other mobile equipment is being retired, salvaged, donated, or publicly auctioned.
2. If the vehicle is auctioned, Risk Management will process the appropriate Department of Motor Vehicle Titling and/or registration forms noting the change or transfer of ownership.
3. Risk Management will ensure the Accounting Department is also notified of the status of any auctioned or salvaged vehicles. Accounting staff will take the appropriate steps internally to update vehicle depreciation records or capital asset reconciliation.
4. If the vehicle or equipment is salvaged, Risk Management will coordinate the appropriate steps with the other parties involved (e.g. insurance carriers, etc.), and process any other State forms required to offboard said vehicle.
5. Risk Management will ensure that the vehicle is officially removed from District insurance policy or policies as-applicable.
6. Ensure the obsolete vehicle file has been scanned and archived according to retention guidelines.

Purchasing a new vehicle

The following procedure is meant to aid departments/campuses in purchases of vehicles to remain compliant with TEC 44.031, and all other state and federal laws and Frisco ISD policies and procedures. Because vehicles are expensive long-term investments, it is best practice to always involve the Purchasing and Transportation departments when an end user has questions about buying a vehicle.

1. Transportation and end users will develop specifications for the vehicle purchase.
End Users will contact Transportation to consult with them on the specifications for the vehicle. Specifications should have vital details about the vehicle, such as engine size, tail gate lift ability, functions of vehicle, passenger requirements, etc. Any standardized Transportation requirements for all FISD vehicles will be discussed and included in the specifications for quote requests.
2. The end user works with Purchasing to issue a quote request or for help in sourcing multiple quotes for the specifications developed in collaboration with Transportation.
Purchasing will ensure you get the right number of quotes based on District spend data and the amount of funds you have for the vehicle.
3. The end user/ordering department selects a vendor once the department receives multiple quotes. The vendor must be a qualified FISD vendor or a vendor that Purchasing can access through a purchasing cooperative.
4. Transportation must review the final quote to ensure maintenance can be done on vehicle and that it meets the End User's need based specifications in step 1.
5. The end user enters a requisition with selected quote and supplemental quotes as audit documentation that shows FISD followed state and federal purchasing laws and Frisco ISD policies and procedures.
6. Before vehicle delivery, the end user notifies Transportation of delivery date(s) and expected arrival time. At time of delivery, the vendor should supply all necessary paperwork directly to Transportation. Vendors must deliver new fleet vehicles, busses, trailers, and related equipment to:

Frisco ISD – Transportation West Facility
Attn: Fleet Manager
10701 Dallas Parkway
Frisco, TX 75033
Phone: 469-633-6150
7. After delivery, Transportation will onboard and make ready the vehicle for the end user within 3-5 business days.
 - a. Verify order was fulfilled according to the PO specifications
 - b. Fleet vehicle decal/badging
 - c. Verify state inspection on vehicle, trailer, bus...
 - d. Obtain trailer weight scale certificate if needed (certified scale facility)
 - e. Vehicle keys (procurement quantity, programming, distribution to Transportation, End User, District Locksmiths)
 - f. Fueling system key assignment
8. Risk Management will receive original copies of all new fleet vehicle documentation from Transportation. Risk adds the new vehicle or equipment to the District's insurance policies. Risk will register and title the vehicle via the local Department of Motor Vehicles (Collin County, TX). Risk Management personnel will coordinate delivery of new license plates to the Transportation Fleet Manager.
9. Transportation will notify the departmental end user when the vehicle is ready for pickup at Transportation West.